

**Louisiana Historical Records Assessment Project
Final Report 1986**

Program Development

Recommendation #1

The state archives must reformulate its records management program to address the increase in volume and type of records generated since its inception. This program must bring the records of the state's legislative and judicial branches under intellectual control.

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Recommendation #2

A broad based, concentrated effort to identify and reschedule the records of all state agencies is needed.

Recommendation #3

The records center must receive an infusion of personnel and money if it is to effectively carry out its mandate.

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Machine-Readable Records

Recommendation #4

The state archives should pursue the possibility of a grant in order to implement the recommendations of the consultant's report on machine-readable records generated by state government.

Records Retention Scheduling

Recommendation #5

The staff of the records center must establish an out-reach program that will formalize a system for on-going education of agency records managers. To provide the proper level of services the records center staff must receive some form of formal training in records appraisal.

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Archives Section

Recommendation #6

The staff of the archives must avail itself of programs offered by the Society of American Archivists and other professional organizations to embark on a program of both "in-house" training and formal training from symposia and seminars.

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Records Retention Services

Recommendation #1

Records retention schedules need to allow for more accurate descriptions of records series and increased archival input.

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Recommendation #2

The department of civil service should create a position for agency records manager which is sufficiently remunerative to attract and keep trained personnel. Once created, agencies should, by law, be required to fill these positions with qualified persons.

Recommendation #3

The state archives should accelerate and intensify its program of agency workshops in order to solidify its relations with agency records managers.

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Recommendation #4

In the absence of insurmountable administrative obstacles, the microfilm unit of the state archives should supersede all other preexisting state microfilm programs. The operating capital now used to fund other programs should be dedicated to defraying the increased cost of this function.

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Recommendation #5

The state archives should establish a program to disseminate information on the microfilm of archival records. This program should include an informational series providing technical information about microfilm standards and applications as well as a portable microfilm unit to serve the needs of state and local agencies.

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Assessment and Recommendations

Recommendation# 1

Additional resources should be given to the state archives in order to establish an outreach program to improve advisory services to local governments.

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Recommendation #2

The state archives should assume a greater position of leadership in the management of local records programs by disseminating records management information to local officials.

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Recommendation #3

The Governor should appoint an advisory council on local records in order to bring local officials and the state archives into closer contact.

Recommendation #4

The state archives must ensure that those parishes microfilming their records meet archival standards for microfilm.

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Recommendation #5

The state archives must establish an archivally acceptable interparish microfilm program for the records of local governments.

Recommendation #6

The state archives should pursue the feasibility of securing a grant from NHPRC in order to uncover and microfilm those parish records which are of indisputable historical significance.

Recommendation # 7

All records with demonstrable historical value and without verifiable administrative significance should be transferred and /or copied by the state archives and stored in the new state archives facility.

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Recommendation #8

The state archives must promulgate guidelines for the local storage of historically significant records.

Recommendation #9

The state archives should undertake a long range study of the feasibility of establishing regional records centers for the storage of inactive parish records.

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Recommendation #10

The establishment of any local records program by the state archives must include some element of basic document conservation and by statutory authority, include an option to recover records of clear historical value which are imminent danger of destruction.

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Historical Records Repositories**Recommendation #1**

Historical records repositories throughout the state should on a cooperative basis, embark on a public relations campaign to demonstrate the cultural significance of their programs.

Recommendation #2

Reporting of historical records accessions must be improved.

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Recommendation# 3

A statewide guide to holdings in Louisiana repositories should be published.

Recommendation #4

Those larger repositories who are in a position to do so should cooperate to form a formal network to provide technical assistance to those repositories with undeveloped programs and inadequately trained staffs.

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Recommendation # 5

Written collecting policies for each repository should be developed and disseminated.

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Statewide Functions and Services

Recommendation #1

Historical records programs must communicate and cooperate in order to end the isolation in which they now operate.

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Recommendation # 2

The Louisiana Historical Records Advisory Commission should devise a method for the on-going evaluation of the condition of the various records programs throughout the state.

Recommendation # 3

The Louisiana State Archives should develop models for establishment of the disaster plans at all historical records repositories.

Recommendation #4

Louisiana's historical records programs should systematize their efforts to communicate their needs to the Louisiana Legislature and other politically influential bodies.

Recommendation #5

Document conservation in Louisiana is woefully underdeveloped and should be encouraged by the establishment of a clearinghouse for conservation information.

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Recommendation # 6

Educational and training opportunities for archivists, manuscripts curators, and records managers in Louisiana should be formalized and upgraded.

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